



# MANAGEMENT OPPORTUNITY CITY OF LONG BEACH

“Working Together to Serve”

10/11/2005

Posting Date \_\_\_\_\_

## ADMINISTRATIVE OFFICER DEPARTMENT OF PLANNING AND BUILDING

### The Position

The Administrative Officer, under the direction of the Director of Planning and Building, manages the department's fiscal and human resources. The Administrative Officer is a management employee appointed by the City Manager.

### Examples of Duties

- Ensures that the department's annual budget is prepared in an accurate and timely manner, and in accordance with all applicable policy guidelines.
- Monitors all departmental expenditures and revenues, and recommends corrective measures as needed to ensure compliance with requirements set forth by the upper City management and the applicable Administrative Regulations.
- Manages the department's human resources to minimize vacancies while honoring all applicable laws, regulations, and labor agreements.
- Oversees department's day-to-day operations, to ensure responsiveness to customer needs and timely resolution of issues.
- Implement employee development programs within the Department of Planning and Building to maintain high levels of employee competence and morale and to prepare employees for advancement opportunities as they arise.
- Undertake special studies as directed by the Director, or on own initiative, to improve the effectiveness of the department in meeting its performance objectives.
- Perform other related duties as assigned.
- May act as Director's designee as needed.

### The Organization

The Department of Planning and Building includes 96 employees and operates with an annual budget of \$11.3 million. The department consists of the Building Bureau, the Planning Bureau and the Administrative Division, which report directly to the Director of Planning and Building.

### Qualifications

Graduation from an accredited college or university with a degree in Public Administration, Business Administration, or a closely related field; three years of progressively responsible administrative experience, two of which are in a supervisory position; effective oral and written communication skills; a working knowledge of personnel, budget, and administrative policies; and the ability to work in a dynamic environment with critical time requirements.

### The Salary

The salary range for the position is from the high \$60's to the upper mid \$80's. Placement is dependent on qualifications with increases based on a merit pay plan.

### Selection Procedures

Candidates are requested to send a resume and cover letter no later than **November 7, 2005** to:

**Suzanne Frick, Director of Planning and Building**  
City of Long Beach, 333 W. Ocean Blvd., 4<sup>th</sup> Floor  
Long Beach, CA 90802

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures.

### **The City of Long Beach is an Equal Opportunity Employer**

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call Willie Miranda 48 hours prior to the interview at (562) 570-6038.

AdminOfficerbulletin

(The provisions of this bulletin do not constitute an express or implied contract and any announcements contained in this bulletin may be modified or revoked without notice.)

THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 REQUIRES ALL NEW EMPLOYEES TO SUBMIT VERIFICATION OF IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES AT THE TIME OF HIRE.



## MANAGEMENT BENEFITS SUMMARY

<b>Vacation</b>	<ul style="list-style-type: none"><li>♦ 12 days after 1 year of service</li><li>♦ 15 days after 4 years 6 months</li><li>♦ 20 days after 19 years, 6 months of service.</li></ul>
<b>Sick Leave</b>	<ul style="list-style-type: none"><li>♦ 1 day earned per month</li><li>♦ Unlimited accumulation</li><li>♦ Conversion upon retirement to cash credit toward health and/or dental insurance premiums.</li></ul>
<b>Holidays</b>	<ul style="list-style-type: none"><li>♦ 9 designated holidays per year, plus 4 personal holidays to be used at the employee's discretion.</li></ul>
<b>Executive Leave</b>	<ul style="list-style-type: none"><li>♦ 5 days per year.</li></ul>
<b>Bereavement Leave</b>	<ul style="list-style-type: none"><li>♦ 3 days for death or critical illness of family member, plus 3 days of accrued sick leave, if needed.</li></ul>
<b>Health Insurance</b>	<ul style="list-style-type: none"><li>♦ Several plans are available: One HMO, two indemnity plan options and a point-at- service (POS) plan.</li><li>♦ The City pays all or part at the premium for employee and dependents depending on the health/dental plan selected.</li></ul>
<b>Dental Insurance</b>	<ul style="list-style-type: none"><li>♦ Two dental plans are available for employees and dependents.</li></ul>
<b>In-Hospital Indemnity</b>	<ul style="list-style-type: none"><li>♦ City-paid in-hospital indemnity plan for in-patient hospital stay.</li></ul>
<b>Life Insurance</b>	<ul style="list-style-type: none"><li>♦ Generous life insurance coverage.</li></ul>
<b>Disability</b>	<ul style="list-style-type: none"><li>♦ City-paid short-term and long-term disability insurance.</li></ul>
<b>Management Physical</b>	<ul style="list-style-type: none"><li>♦ Annual City-paid physical examination.</li></ul>
<b>Retirement</b>	<ul style="list-style-type: none"><li>♦ State of California Public Employee's Retirement System (PERS) coordinated with Social Security.</li><li>♦ Effective October 1, 2004 newly hired employees will be responsible for 5% pick-up through the first 5 years of employment, and will pay the same rate as all other employees thereafter.</li></ul>

### The City

Long Beach is a full service City with a population of 461, 500. It employs 6500 full and part-time personnel. The City operates its municipally owned airport, harbor, marinas, oil, gas and water departments, as well as its own public safety, cultural, health, recreation and entertainment agencies. It has some of the best shoreline, marinas, and beaches in Southern California, enjoying 352 clear days per year, an average temperature of 63 degrees, and pleasant offshore breezes. The City also has good public schools and is the location of the largest California community college and State University that provide numerous undergraduate and post-graduate programs.

### City Values Statement

The City's business is service. We are committed to providing quality service to our diverse community in ways that are helpful, caring, and responsive. We believe that the success of our organization depends on teamwork, mutual trust, and honesty achieved through commitment to the following values:

- ♦ Participation by citizens and City team members in setting and attaining the City's goals.
- ♦ Communication with one another and with citizens.
- ♦ Courtesy in all personal relations.
- ♦ Integrity in everything we do.
- ♦ Loyalty to our community, to this organization, and to each team member.
- ♦ Innovation in meeting the present and future needs of the City.
- ♦ Responsibility as a team for the efficient and effective delivery of services.
- ♦ Pride in our work, in our dedication to public service, and in being the best we can be.